



**18<sup>th</sup> International Congress  
of the Brazilian Geophysical  
Society & Expogef**

# EXHIBITOR MANUAL

**JANEIRO 16-19 OCTOBER 2023**

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## I – GENERAL INFORMATION

### 1. EVENT VENUE

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#### EXPOMAG

Rua Beatriz Larragoiti Lucas, n.1 – Cidade Nova – Rio de Janeiro

Telephone: + 55 21 3293-6700

Contact: Gustavo Santos

Tel.: +55 21 3293-6736

Cel.: +55 21 99836-0234

[eventos@expomag](mailto:eventos@expomag)

### 2. OPENING HOURS and AGENDA:

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Friday	13/10	Floor marking (official assembler)	From 22:00h
Saturday	14/10	Assembly of Booths	08:00 às 22:00h
Sunday	15/10	Assembly of Booths	08:00 às 23:00h
Monday	16/10	Booth Decoration	08:00 às 14:00h
Monday	16/10	Opening of the Exhibition	19:00h às 22:00h
Tuesday	17/10	Operation of the Exhibition	09:00 às 19:00h
Wednesday	18/10	Operation of the Exhibition	09:00 às 19:00h
Thursday	19/10	Operation of the Exhibition	09:00 às 18:00h
Friday	20/10	Disassembly	18:00 às 22:00h

**All booths must be set up by 2 p.m. on Oct. 16, 2023.**

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### 3. ACCOMPLISHMENT

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SOCIEDADE BRASILEIRA DE GEOFÍSICA - SBGf  
Endereço: Av. Rio Branco, 156 sala 2509 - Centro  
Rio de Janeiro – RJ – CEP: 20040-003  
Tel: + 55 21-2533-0064  
[eventos@sbgf.org.br](mailto:eventos@sbgf.org.br)



### 4. OFFICIAL ASSEMBLER

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THE OFFICIAL AUTOMAKER of **EXPOGEF RIO 2023** is **ROTA 183 ASSESSORIA E EVENTOS LTDA** which will be responsible for the construction of the basic stands, furniture, energy installation, as well as provide assistance to exhibitors before, during and after the event, including assembly and disassembly. No other company is authorized by **SBGf** to present itself as ROTA 183 ASSESSORIA E EVENTOS LTDA.

[Rota 183 Eventos - Transformamos Sonhos em Projetos](#)

Travessa Geni Saraiva, 19.518 – Vila Pedro I  
26031-180, Nova Iguaçu – RJ  
Tel.: + 55 21 97505-8945 – 21 97100-8999  
[Juliana.rodriques@rota183.com.br](mailto:Juliana.rodriques@rota183.com.br)  
[Rosana.fernandes@rota183.com.br](mailto:Rosana.fernandes@rota183.com.br)



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### 5. PARKING LOT

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There is an underground parking lot in front of Expomag, at the current value of R \$ 40.00 (forty reals) per day per car. Opening hours: 07:00 to 23:00.

### 6. TRANSPORTATION TO THE SITE

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Expomag is located in the Cidade Nova neighborhood, being served by the Metro (Estácio Line 1 Station and Cidade Nova Station – Line 2) and several bus lines. At the entrance of Expomag, there is a taxi rank.

## II – PUBLIC ADMINISTRATION BODIES AND REGULATORS

### 1. CREA – RJ

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Architectural Supervisory Board for the issuance of ART (Annotation of Technical Responsibility) for the assembly and decoration of special stands (set up by a company other than ROTA 183 EVENTOS).

<https://novoportall.crea-rj.org.br/>

Rua Buenos Aires 40 – Centro.

CEP: 20.070-022 - Rio de Janeiro – RJ

Tels.: +55 21 2179-2007

### 2. SECRETARY OF FINANCE

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For legalization and certification of booths.

State Department of Finance - IIFE-01 - Fiscal Barriers and Transit of Goods Events Sector.

[www.fazenda.rj.gov.br](http://www.fazenda.rj.gov.br)

Av Presidente Vargas, 670- 2ºAndar- Centro - RJ

Tel.:(21) 2334-6054

### 3. ECAD – CENTRAL OFFICE OF COLLECTION AND DISTRIBUTION

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Organ for payment of Copyrights.

[www.ecad.org.br](http://www.ecad.org.br)

Rua Prof. Álvaro Rodrigues 352 – 12º Andar - Botafogo

Rio de Janeiro – RJ - CEP: 22280-040

Tel.: +55 (21) 3505-8500

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### III – SERVICE PROVIDERS

#### 1. EXCLUSIVE SUPPLIERS

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Exhibitors may only contract the services below the designated companies, and it is not allowed to hire any other company.

#### **CLEANING AND CHARGER SERVICES**

The booths, set up by **ROTA 183 ASSESSORIA E EVENTOS LTDA**, will be delivered clean before the opening of the exhibition. **SBGf** is responsible for hiring the internal cleaning of all stands during the exhibition. If you want to hire cleaning service or exclusive charger / cart for the stand, it is mandatory to hire the official supplier of Expomag:

SUNSET VIGILÂNCIA E SEGURANÇA LTDA

Contact: Marcos Vasconcelos, [eventos3@sunsetvigilancia.com.br](mailto:eventos3@sunsetvigilancia.com.br)

Tel: +55 21 2511-4958

#### **INTERNET**

If you wish to hire INTERNET services, it is mandatory to hire the exclusive supplier of Expomag:

LLL TELECOM

[comercial@llltelecom.com.br](mailto:comercial@llltelecom.com.br)

Tel: +55 21 99281-3203

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### 2. NON-EXCLUSIVE SUPPLIERS

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For suppliers below, the exhibitor may contract any suppliers provided that the requirements requested in this manual are met. The vendors listed here are those recommended by **SBGf**.

#### **FREIGHT FORWARDER**

The suggested freight agent is INTERLOG, which has experience in serving Exhibitors in the clearance of equipment and products in customs. INTERLOG LTDA.

Francisco Schulte - Director - [schulte@interlog.com.br](mailto:schulte@interlog.com.br)

Marcos Marcelo – Trade Fair Manager - [mmarcelo@interlog.com.br](mailto:mmarcelo@interlog.com.br)

Tel: +55 21 2142-5300/5315 Fax: +55 21 2142-5314

#### **FOOD AND BEVERAGE SERVICES**

For food and beverage services at the booth, we suggest hiring the same company that will provide services for the event. Inside the rooms of Expomag, the A&B service is exclusive to Market Alimentação.

MARKET ALIMENTAÇÃO

[comercial@marketalimentacao.com.br](mailto:comercial@marketalimentacao.com.br)

Tel.: +55 21 98170-6575

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**IV – ACCREDITATION and ACCESS**

**1. ACCREDITATION: EXHIBITOR, SERVICES AND DELEGATE**

**DELEGATE BADGE FOR ACCESS TO TECHNICAL SESSIONS (Upper Floor)**

To obtain the DELEGATE BADGE, the exhibitor must register the company's information on the event website <http://congresso.sbgf.org.br> soon. Each Exhibitor will be entitled to a certain number of **DELEGATE BADGES**, which corresponds to an individual registration for access to the technical sessions of the event.

We suggest that all participants register in advance, avoiding long lines at the registration desk.

ATTENTION: the DELEGATE badge only allows entry to **EXPOGEF** during the period of operation of the exhibition. If any DELEGATE is also in charge of the booth, we suggest requesting an **ASSEMBLY / DISASSEMBLY** badge, the exhibitor must register the company's information on the event website <http://congresso.sbgf.org.br> soon.

**NOTE: EXPOGEF INVITATIONS FOR VISITORS**

In the value of the booth rental, invitations are included so that your customers can visit your booth. The invitation must be exchanged for the visitor badge at the **SECRETARIAT OF the 18th CISBGf during the event**. These badges are non-transferable and valid only for the exhibition area and for the day they are presented at the Registration Desk. The Exhibition Coordinator will send the invitations shortly.

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### 1. ACCREDITATION FOR ASSEMBLY AND DISASSEMBLY

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Exhibitors and assemblers who will work in the assembly, disassembly and decoration of the booth will be identified with a specific badge of ASSEMBLY / DISASSEMBLY. These badges allow entry into the Exhibition area and Expomag during assembly and disassembly and WILL HAVE THE FOLLOWING VALIDITY:

Saturday	14/10	De 08:00 à 22:00h
Sunday	15/10	De 08:00 à 23:00h
Monday	16/10	De 08:00 à 14:00h
Tuesday	17/10	NO
Wednesday	18/10	NO
Thursday	19/10	De 18:00h à 22:00h
Friday	20/10	De 08:00h à 18:00h

It is forbidden the entry and stay of people during the period of assembly and disassembly without a specific badge.

### 2. MISCELLANEOUS DELIVERIES

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For delivery and removal of material, equipment and others, during the event, or during assembly and disassembly, access will be through the loading / unloading entrance and the supplier must identify himself to security, presenting RG or CPF.

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## V – TECHNICAL AND SAFETY INFORMATION

### 1. RULES AND REGULATIONS

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#### 1.1. RESTRICTIONS ON THE USE OF ALLOCATED SPACE

##### *Obstruction of Visibility*

Booths or equipment that obstructs the visibility of other booths are not permitted.

##### *Fire Protection*

On the recommendation of the Fire Department, all stands should be set up with flame retardant materials.

It is not authorized to work with electric welding, or even the use of extensions, where services are being performed to fix the floor coverings with glue and other flammable materials.

The use of bare lights and luminaires or temporary gas in the Pavilion and the use of flammable substances, explosives, hazardous gases, LPG, radioactive materials and combustion engines in an enclosed area or in any part of Expomag is prohibited.

Neon lights are allowed with the necessary precautionary devices.

It is expressly forbidden to use any type of equipment that produces fire, including furnaces, braziers or gas jets. It is also forbidden to operate internal combustion machines or any type of equipment that emits any type of toxic gas, or even smoke or grease inside the Exhibition Hall. Exceptional cases will be studied and may be authorized by **ROTA 183 ASSESSORIA E EVENTOS LTDA.**

The corridors and exits of the Exhibition Pavilion must not, at any time, be obstructed. Exhibitors and assemblers are prohibited from storing flammable materials at the exhibition site (including packaging materials and packaging boxes, which must be removed from the venue).

Every EXHIBITOR must keep in their booth, from the beginning of the assembly, throughout the event, until the end of the disassembly, fire extinguisher(s), compatible with the exposed materials), duly signaled (s).

The rental service of fire extinguishers can be requested through the **EXTINGUISHERS FORM (FORM 07)**. For cases of special fire extinguishers, not mentioned in the Form, please consult **ROTA 183 ASSESSORIA E EVENTOS LTDA.**

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Fire alarms, fire extinguishers and their signs, or blocking such equipment from the Exhibition Pavilion shall not be removed from their places.

If inside the stand area there is a ground or floor hydrant, it cannot be obstructed by equipment or walls, and must have a false floor identified and easy to remove.

### **Noise Protection**

All sound produced in the booth by audiovisuals such as television, video wall or any other equipment should not exceed the normal volume of the voice or 65 decibels. The use of mechanical or live sound reproduction in open environments is prohibited. Such presentations should be restricted to closed areas of the booth. Is

It also prohibits the use of any amplification device for the issuance of sales messages or promotions. The exhibitor must respect the legislation in force in the Municipality of Rio de Janeiro: LAW No. 3268, OF AUGUST 29, 2001.

NOTE 01: it is strictly forbidden to reproduce sounds with high volume, such as: songs, band performances, concerts etc., under penalty of **SBGf** cutting the electric power of the stand.

NOTE 2: Exhibitors who wish to perform any ACOUSTIC musical presentation at their booth, either live or through sound reproduction, must collect the respective copyright fee from ECAD - Central Office of Collection and Distribution - in Rio de Janeiro. Contact: Sector of shows and events. The proof of payment of the Copyright to ECAD must be posted on the stand, in order to facilitate the inspection.

### **Protection of Walls, Floor and Ceiling of the Convention Center**

The exhibiting company may not post signage or any other material on the columns, walls and doors of Expomag. Exhibitors are not allowed to paint or write in the exhibition area and must protect the floor during the event period. Exhibitors are responsible for any damage caused by their booths or their staff in the exhibition and congress area.

### **Air Conditioning Installation**

The use of air conditioners in the stands is prohibited. The exhibition hall is air-conditioned.

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***Gardens and Plants***

Gardens, flowers and plants will be allowed when contained in pots, baskets or other containers, so that when watered, they do not cause any leakage that could damage the material of the basic assembly, harm the stands of neighboring Exhibitors or stain the treadmill of the circulation area of the event.

***Marketing Actions***

All activities of the exhibiting company should be concentrated within its booth, including signage, distribution of gifts, promotional pieces, placement of signs, posters, dolls, robots, performance artists (shadows, live dolls) and the like, parades, product tasting and others. Marketing actions of other companies that are not participating in the event are not allowed.

Demonstrations that cause smoke or any other effect that may generate panic situations or present risks to participants, adjoining stands or Expomag are not allowed.

It is forbidden to project image and light, by any means, outside the limits of the exhibitor area, as well as the gluing of stickers or similar on the identification badges of the event.

**SBGf** may interrupt any type of promotion that, at its discretion, may harm the event.

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### 1.2 – ELECTRICAL INSTALLATIONS

Any and all cabling and power installation will be provided by **ROTA 183 ASSESSORIA E EVENTOS LTDA**. It is expressly forbidden to install and wipe additional cargo by a stranger. No one, except the staff of **ROTA 183 ASSESSORIA E EVENTOS LTDA**, is authorized to alter or interfere with electrical installations.

Exhibitors must notify **ROTA 183 ASSESSORIA E EVENTOS LTDA** of the capacity of the equipment and additional load and request the installation of any force or lighting in their stands (**ELECTRIC ENERGY FORM - FORM 03** - and KVA CONSUMPTION TABLE). All exhibitors with free area (assembled by another automaker) must, mandatorily, request electricity supply, by completing and sending by the deadline of the **ELECTRIC ENERGY FORM (FORM 03)** to **ROUTE 183 ASSESSORIA E EVENTOS LTDA**

, accompanied by the floor plan of the booth with the marking of the energy points and payment of the equivalent fee. **ROTA 183 ASSESSORIA E EVENTOS LTDA** will install an electric power supply point at the Exhibitor's booth, in the position indicated on the floor plan sent or will install in the nearest or most convenient position.

In the stands with free area (assembled by another assembler), it will be the responsibility of the Exhibitor to provide the network entrance with adequate circuit breakers and complement the distribution installation in its stand from the point installed by **ROTA 183 ASSESSORIA E EVENTOS LTDA**. For this, the Exhibitor will be able to use his own electrician to install the electrical outputs and make adjustments within the perimeter of his stand.

They will be charged **R \$ 576.72 (five hundred and seventy-six reais and seventy-two cents)** per extra kilowatt installed. This fee refers to the distribution, installation, supply of the point of additional electrical energy and consumption.

The existing voltage at the event site is 220V single-phase. If the exhibitor needs 110V, it must provide transformer. **ROTA 183 ASSESSORIA E EVENTOS LTDA** will not provide this type of equipment.

To calculate the number of KW required for its stand, the Exhibitor must simply add the W and / or KW indicated on the platelets of the equipment and lamps to be used, not being necessary to consider the KW/hour, since the cost of KW refers to the consumption during the entire period of operation of the exhibition. To facilitate the

calculation of required KW, refer to the **ELECTRIC POWER FORM (FORM 03)**, the table with the amount of KW consumed by the most commonly used items in a booth.

We recommend the use of voltage regulators (stabilizers) or UPS for equipment that requires stable loads of energy, because **SBGf** and **ROTA 183 ASSESSORIA E EVENTOS**

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**LTDA** will not be responsible for sudden falls or elevations, nor power interruption from the facilities of the Pavilion.

For safety reasons, each equipment to be used in the booth requires 01 (one) outlet, and multi-point adapters and distributors are not allowed of system.

The sockets that will be provided by **ROTA 183 ASSESSORIA E EVENTOS LTDA** are three-pin (Brazilian standard). Any other type of outlet must be requested in advance to **ROTA 183 ASSESSORIA E EVENTOS LTDA** and the payment made directly to the company.

No electrical installation may be hung from the ceiling of the Exhibition Hall or be fixed to any part of the structure. **ROTA 183 ASSESSORIA E EVENTOS LTDA** reserves the right to interrupt the supply of electricity to any installation it deems dangerous or with the possibility of causing problems for visitors or other Exhibitors.

It may not be connected to the point of electric power provided by **ROTA 183 ASSESSORIA E EVENTOS LTDA** electric charge higher than that requested by the FORM OF ELECTRIC ENERGY (**FORM 03**), being the responsibility of the Exhibitor any damage that such installation may cause. Once such occurrence is verified, the power supply of the stand will be cut off until the excess consumption is paid by the Exhibitor in accordance with the rates charged in this Manual with the addition of 30% referring to the fine.

The general key of the booth must be placed in a place of free access for the security service of the event.

It is strictly forbidden to use lighting that may cause interference with the electrical or electronic equipment of third parties.

All booths with special decoration (another automaker) must have a main electrical power input box with cut-circuit switches, appropriate for the load requested. If such box is not within the required technical specifications (ABNT and Expomag standards), **ROTA 183 ASSESSORIA E EVENTOS LTDA**, at its discretion, will not connect the electrical installation of the stand to the main system of the Exhibition Pavilion until the box is replaced by an appropriate one.

Electrical installations require a prior dimensioning for an efficient and adequate distribution and use of the necessary equipment and components. Therefore, SBGf and **ROTA 183 ASSESSORIA E EVENTOS LTDA** may not perform installation when the ELECTRIC ENERGY FORM (**FORM 03**) is delivered after the determined period, such requests being conditioned to the technical possibilities of service.

### **1.3. HYDRAULIC INSTALLATIONS**

For hydraulic installation, consult **ROTA 183 ASSESSORIA E EVENTOS LTDA**.

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## 2. BASIC ASSEMBLY

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Exhibitors who have opted for this type of assembly will receive their booths assembled with the basic assembly standard, as described below:

**FLOOR** - 3mm needle carpet in graphite gray color, applied on the existing floor at the event site.

**WALLS / PANELS** - white TS panels, structured by anodized aluminum profiles of the OCTANORM system, 2.20m high. In the "island" type stands, no walls will be mounted.

**ROOF** – pergola of anodized aluminum sleepers only in the areas necessary for the structuring of the forehead or walls.

**LIGHTING / ENERGY** – 01 (one) articuable sconce and lamps 110w-220V for each 3,00m<sup>2</sup> and 01 outlet of 500W / 220V for each 9m<sup>2</sup>.

**FOREHEAD** - 01 (one) curved identification plate in white, measuring 1.00m x 0.50m, with application of colored logo, in vinyl adhesive cut out for identification of the exhibitor, for each face of standard stand. Other types of logo will be subject to a supplementary budget to be sent to the exhibitor.

**FURNITURE** – 01 (one) round table with glass top, 03 (three) fixed chairs and 01 (one) octanorm counter with 1.00m (alt) x 0.50cm (wide).

The stands set up by **ROTA 183 ASSESSORIA E EVENTOS LTDA** will be delivered assembled at 23:00h on 15/10/2023. The beginning of the decoration work,

Placement of products, and equipment will be at 8:00 a.m. on 10/16/2023. The decoration of the booth must be completed by 14:00 on 10/16/2023. Decoration work outside the indicated hours will not be allowed. The stands set up by another automaker must obey the above schedules for completion of assembly and decoration.

Exhibitors may request complementary elements for the decoration of the basic stand, simply by choosing the materials according to the descriptions contained in the FURNITURE AND ACCESSORIES FORM (**FORM 05**), filling out and sending the form to **ROTA 183 ASSESSORIA E EVENTOS LTDA**, making said payment.

Every Exhibitor is entitled to lighting and 01 (one) energized outlet for each 9m<sup>2</sup> for use of consumption equipment up to 500W and 220V and the energy consumption of 1 KVA. For electric power charge or additional outlets, fill out and send by the deadline the same ELECTRIC ENERGY FORM (**FORM 03**), indicating in the sketch, the locations in the booth for placement of the requested points.

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**ROTA 183 ASSESSORIA E EVENTOS LTDA** will not provide power transformers, being in charge of the exhibitor the supply and use of the same.

In order to be able to make the identification of the booth with the company's logo, the Exhibitor must send by September 14, 2023, by email, the vectorized logo, in high resolution (above 300 dpi) in Corel Draw or EPS. To hire additional signaling services, consult **ROTA 183 ASSESSORIA E EVENTOS LTDA**.

We inform you that all the material used in the basic assembly of the stands is the property of **ROTA 183 ASSESSORIA E EVENTOS LTDA**. The material will be transferred to the Exhibitor, by way of rental, during the period of the event. At the end of the event, all material must be returned, in the exact conditions of conservation that were delivered. Otherwise the Exhibitor must repair **ROTA 183 ASSESSORIA E EVENTOS LTDA** for the damages caused or for the loss of the material, at the market price.

Any alteration, removal or placement of panels or other elements that make up the basic assembly, can only be made by specialized personnel of **ROTA 183 ASSESSORIA E EVENTOS LTDA**, official assembler of the event, and any damage caused to the material will be the responsibility of the exhibitor.

No financial credit will be granted by **SBGf** and **ROTA 183 ASSESSORIA E EVENTOS LTDA**, in the event of non-use of any element that makes up the basic assembly. Exchanges of elements will also not be accepted.

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### 3. ASSEMBLY AND SPECIAL DECORATION

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#### 3.1. SPECIAL PROJECT AND DISCLAIMER

**ROTA 183 ASSESSORIA E EVENTOS LTDA** is able to design and execute special assemblies and decorations, being at your disposal to make budgets in order to meet your specific need.

The Exhibitor who wishes to perform the assembly and / or decoration of the stand with another assembly company, must communicate the **ROTA 183 ASSESSORIA E EVENTOS LTDA**, sending the project composed of floor plan, front elevation and quoted lateral elevation (**FORM 08**), for approval along with the data of the assembler through the TERM OF RESPONSIBILITY (**FORMS 01 and 02**), until the deadline stipulated in the form itself.

It is also mandatory to send the FORMS OF ELECTRIC ENERGY (**FORMS 03 and 04**) accompanied by a floor plan with the marking of said point.

Exhibitors who hire another automaker must deliver a deposit check in the amount of R \$ 3,000.00 (three thousand reais) nominal to **ROTA 183 ASSESSORIA E EVENTOS**

**LTDA**, so that the automaker has access to the Exhibition Hall on **10/14/2023**, when the assembly badges are removed.

This check is a guarantee of compliance with the standards contained in this Manual. This check will be in the possession of **ROTA 183 ASSESSORIA E EVENTOS LTDA** and will be returned after the dismantling of the event, if everything has gone smoothly and all the rules have been followed.

When sending the project for approval (**FORM 08**), the Assembler must forward, attached, the ART / RRT (Technical Responsibility Annotation) guide of the project and execution, collected in favor of CREA-RJ or CAU, with proof of payment. It is mandatory to keep a copy of the ART/RRT at the booth during the assembly of the event.

The project sent after the deadline may not be approved, leaving the Exhibitor to pay the difference, if any, and receive the basic assembly performed by **ROTA 183 ASSESSORIA E EVENTOS LTDA**, or even make the changes stipulated by **ROTA 183 ASSESSORIA E EVENTOS LTDA**.

Failure to comply with these determinations, within the stipulated deadlines, exempts **SBGF** and **ROTA 183 ASSESSORIA E EVENTOS LTDA** from any responsibility and/or obligation, and will prevent the automaker from carrying out the assembly of the stand.

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The areas will be delivered demarcated from 08:00h of the day 14/10/2023, for the beginning of the works of other automakers, which must be completed, without delay, until 23:00h of the day 15/10/2023, when also the streets and areas of the event should be completely unimpeded. Exhibitors will not be allowed to stay with any assembly material and equipment after the established deadline.

If the Mandatory Forms are not received by the deadline 14/09/2023, SBGf and **ROTA 183 EVENTOS** will not be held responsible for any loss that may occur and the assembler / exhibitor will not be allowed to set up its stand.

Assembly, decoration and disassembly works will not be allowed, nor the permanence in the event place, outside the stipulated hours.

### 3.2. BOOTH FLOOR

The area of each booth will be demarcated on the floor of the Exhibition Pavilion. It is optional for the Exhibitor to mount in this area a raised floor, which we suggest to be in practical modulated wood, with 10cm of height.

It is recommended to install ramps to facilitate the access of people with special needs, in the stands with raised floor.

In the case of application of any coating directly on the floor of the Exhibition Hall, without the use of wooden practicables, the use of double-sided tape of the brands Cremer or Adere 462 will be mandatory.

Any damage caused to the floor of the Exhibition Hall will be charged immediately to the Exhibitor, who can only continue with the assembly or disassembly of the booth, after payment of the damage caused.

### 3.3. SPECIAL DECORATION – PARTITION WALLS

The stands may not, under any circumstances, prevent the internal view of the stand in its entirety from any of the sides that face the traffic routes.

All walls or elements, at any height, that are backgrounds of booths, with faces facing the circulation areas, must be finished in white. Other types of finishing than painting may be accepted, if approved by **ROTA 183 ASSESSORIA E EVENTOS LTDA**.

**The maximum height allowed for the construction of the stands must strictly follow the measurements in the table below:**

Maximum Total Height (m)	Minimum Retreat from Neighboring Stands(m)
3,30 a 4,50	1,00
4,51 a 5,80	1,50

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It is mandatory to build partition walls throughout the perimeter of the booth, limiting it with other stands, with a mandatory minimum standard height of 2.20m (this rule does not apply to areas that constitute "island"). The walls that exceed this height will be required to have finishes equal to the inner sides, in the color WHITE, obeying the rules of maximum height (except for the stands type "Island").

The stands type "Ponta de Ilha" and "Ilha" must comply with the maximum height presented in this manual.

The closure should not exceed 50% of linear footage of each side of the booth maintaining a visual permeability of 50%.

NOTE: In this opening of 50% is not allowed the construction with adhesive glass. The space should be completely unobstructed, allowing the visualization of the surrounding areas.

### 3.4. GLASS WALLS

The maximum height of the walls mounted with simple glass panels is 3.30m. **They should contain safety signs, without impairing internal visibility.** Above 3.30m in height, only walls mounted with polycarbonate, acrylic, laminated or tempered glass panels will be allowed. For glasses with application of "insulfilm" or any other adhesive vinyl, it is necessary to present the Technical Certificate ensuring the non-shattering of these glasses in case of breakage.

### 3.5. HORIZONTAL PROJECTION OF THE BOOTH

The horizontal projection of any assembly element and / or products exposed must be fully contained within the limits of the leased area.

Projections on neighboring stands or circulation areas will not be allowed, which must also be fully contained within the boundaries of the leased area.

### 3.6 – STANDS WITH UPPER FLOOR

It will be allowed the assembly of stands with upper floor, with maximum area for the second floor of 50% (fifty percent) of the ground floor area.

The use of glass panels (of any kind) will not be allowed on the upper floor, only the use of acrylic, polycarbonate, plastic, or any other material that cannot cause risk.

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The entrances and exits (stairs or ramps) of the upper floor must be signposted and, in the accesses, there must be visible signage, informing the maximum capacity of people and loads allowed.

The ART should contemplate the design and execution of the second floor, along with the structural calculation. The design of the booth to be submitted for approval must demonstrate the area in m<sup>2</sup> referring to the upper floor.

## **VI – OPERATING MANUAL**

### **1. PLACE FOR LOADING/UNLOADING OF MATERIAL**

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The loading and unloading of material and goods will be carried out in the Service Street whose access will be through **Av. Paul of Frontin**. The entry of trucks and automobiles in the loading and unloading areas will take place according to the order of arrival. It is mandatory for the driver to remain inside the vehicle. Expomag has no area for truck parking.

It is not allowed to park on Rua de Serviço, which is in common use of the Expomag condominium, and whose purpose is the loading and unloading of material. The access of vehicles to the interior of the ceded area will only be allowed with the express authorization of the operational management of Expomag, which will also be responsible for supervising the entry of the vehicles.

The entry of any cargo or delivery will always be through the Expomag Service Street, and it will be absolutely necessary that any delivery, be it assembly material of **ROTA 183 ASSESSORIA E EVENTOS LTDA**, decoration, consumables etc., have its bearer identified (RG and / or CPF) for authorization of entry.

### **2. ACCREDITATION OF ASSEMBLY AND DISASSEMBLY**

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The Exhibitor, together with its assembler, must register the company's information on the event website <http://congresso.sbgf.org.br> soon. The credentials to be used during the assembly and disassembly period, by its employees, contractors and any other service provider that needs for assembly and decoration of the stand. Access will not be allowed without the respective badge.

The assembly / disassembly credentials previously requested may be withdrawn by the head of the automaker, directly at the stand of service to the automakers, on 14/10/2023 from 08:00h.

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The assembly and disassembly credentials will not be valid for the period of the exhibition, i.e. from October 17 to 19, 2023. They will be valid only during the assembly and disassembly periods.

### **3. MOUNTING**

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It is not allowed to drill, glue, nail or scratch or employ any means that may damage the partition plates, the aluminum structure or any other material owned by **ROTA 183 ASSESSORIA E EVENTOS LTDA**, as well as the floor and facilities of Expomag. Any damages caused to the heritage or structure of Expomag or **ROTA 183 ASSESSORIA E EVENTOS LTDA** will be charged to the exhibiting company.

All materials should be placed at a distance of more than 10cm from the walls.

It is not allowed the manufacture of any elements of wood and / or iron structure, inside the exhibition pavilions, and must be pre-assembled and prepared inside the workshops of the assemblers and arrive at the event site with the services of mass, sandpaper and painting semi-ready, being only allowed touches for finishing.

It is not allowed to use a circular saw, mounted on a bench, for the construction of any elements or components of the stands. Inside the pavilions, it is only allowed to perform the fixation of the elements of metallic structure by means of screws and eventually the transfer of some welding points.

Works will only be allowed during the event with the authorization of the organization.

Any chemical product harmful to health, such as paints, greases, powders, liquids, etc., must be properly packed in a suitable container, which offers safety to the workers of the stand, to the people who pass through the pavilion and to the adjoining stands. The use of corrosive products of any kind or group is not permitted.

All assembly operations must be carried out within the limits of the stands and the circulation routes may not be used for the deposition of debris, materials, packaging, equipment, tools and/or products to be installed or used at the booth.

Any assembly component executed in the booth that offers visibility, both through the neighboring stands and through the traffic routes, will only be allowed if the finish of the booth is in the same quality as the front of the booth. Any opening that the stand contains for the fitting of audiovisual, computer and other equipment must be properly finished.

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The toilets of Expomag are for the exclusive use of participants and exhibitors; It is not allowed to be used for other purposes, such as: washing floor cloth or brush, sleeping etc.

PPE – Personal Protective Equipment: it will be up to the Exhibitor and / or Assembler to supply workers, free of charge, of PPE (Personal Protective Equipment) certified by the Ministry of Labor (Certificate of Approval), appropriate to the risk and in perfect condition and operation.

#### 4. WIRING

The electrical installations of the stands must be provided in such a way that it is possible to turn off the lights of the stand after the closure of the exhibition and reconnection only the next day. The exhibitor, who puts into operation equipment sensitive to voltage variations, must make use of specific stabilizers for this purpose, following the technical guidance of each equipment.

#### 5. SHIPMENT OF MATERIALS

Materials for use during the event can only be delivered on the days stipulated for assembly. EXPOMAG HAS NO DEPOSIT.

The exhibitors are responsible for the transportation and handling of their respective materials on the premises of Expomag as well as for the use of trolleys and equipment for their stands. Neither Expomag nor SBGf have charger or cart services.

All materials and equipment must, at the entrance and exit, be accompanied by the respective invoices. Neither Expomag nor SBGf issue incoming or outgoing notes of materials.

The invoice for sending products to the event must be issued in the name of the participating company itself with its CNPJ and state registration.

We request not to send on behalf of Expomag or SBGf. In the proper spaces must include the quantities of products, unit and total values.

All the material for the event can only enter the Expomag with the list of materials and equipment, for conference of the security of the event.

#### 6. SERVICE PROVIDERS IN THE STANDS

The use of the badge is absolutely mandatory and necessary for all regular service providers in the stands during the event. It will be mandatory the use of T-shirts or uniforms with the logo of the contracted assembly company, in a visible way, by all

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professionals or service providers who may carry out assembly, maintenance or disassembly activities within the Exhibition Pavilion.

It is not allowed the entry and / or permanence of catering staff, maintenance, assembly, disassembly and security who are not properly uniformed and accredited for the event and / or wearing shorts, shorts, tank top or slippers, in any dependency of Expomag.

Employees or third parties hired from service providers are not allowed to offer temporary cleaning, security, decoration and other services to exhibitors.

The exhibitor is responsible for all legal labor obligations and any and all accidents that occur with its employees or with any third party hired who is providing services at the booth.

In the assembly, the basic stand will be delivered clean by **ROTA 183 ASSESSORIA E EVENTOS LTDA**. In the case of stands with special decoration (free area) the cleaning must be carried out by the assembly company hired by the Exhibitor. Therefore, each automaker will be responsible for cleaning the booth in which it is working, during assembly and disassembly.

Outside cleaning hours, the garbage produced and collected by the Exhibitor must be accumulated in a container kept in its own stand.

**SBGF** reserves the right to require identification documents from badge holders and to seize those that are being misused.

**THE USE OF THE BADGE IS MANDATORY, PERSONAL AND NON-TRANSFERABLE.** There will be no name changes and no new issues. In case of loss, a new registration must be made.

It is the responsibility of the exhibiting company to take care of their equipment and personal belongings, ensuring proper care. Each exhibitor must insure, against risks other than their choice, the products and materials in their booth(s). Although **SBGF** takes precautions in order to avoid theft, damage and other damages, it is excluded from any liability for such occurrences.

During the night, especially on the last day of the event, the exhibitor should make sure that their pieces and articles on display are in a safe and carefully protected place. We remind you that each exhibitor is responsible for the material of their own exhibition.

The official security team of the event may, at any time, block the entrance or remove any person from the Exhibition Pavilion whose behavior or attire is considered

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inappropriate with the image of the event, or who refuses to obey the safety regulations.

*If you want to hire private security, check if the contracted company is registered with the Federal Police and if it does not have any impediment of Expomag. If you do not have the registration with the Federal Police, you will not be able to provide service at Expomag. It is forbidden to carry a weapon by the security guard.*

Exhibitors who need access to the hired security guard during the assembly and disassembly periods, must request in advance to SBGf, release of the badge.

### 6.1 FOOD & BEVERAGE

Verify that the company contracted to supply food and beverages to the stand complies with the standards of food handling and sanitary hygienic procedures of the Sanitary Surveillance.

"The sale and/or distribution of alcoholic beverages to persons under the age of 18 is expressly prohibited." Statute of the child and adolescent – Article 81.

### 6.2 LABOR HIRING

Check if the team hired to provide services at the booth has a temporary work contract with the outsourced company, according to the norm of the Ministry of Labor.

## 7. AUTOMAKER/DECORATOR ARRANGEMENTS

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Assemblers and decorators will only be allowed to start their work at the event and withdraw their respective credentials, after complying with the following procedures:

- Submission of the Disclaimer (**FORMS 01 AND 02**);
- Sending the request for electricity (**FORM 03**) with the installation plant duly marked and its respective proof of payment;
- Submission and approval of the booth project together with the ART / RRT of CREA-RJ / CAU duly paid (**FORM 08**);
- Request and/or payment of assembly and disassembly credentials
- At the Convention Center – Deliver the check-deposit in the amount of R \$ 3,000.00 (three thousand reais). It must be delivered to the Service Desk of **ROTA 183 ASSESSORIA E EVENTOS LTDA**, in the service area.

## 8. PROVISIONAL OPERATING LICENSE

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The State Department of Finance of Rio de Janeiro requires that each stand has a temporary license / operating license to work during the event. (SEF Resolution No. 2,887 of December 18, 1997).

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After authorization, a copy of the license must be sent to SBGf and the original kept at the booth throughout the period of the event due to administrative reasons. Permits must be withdrawn up to 3 (three) days before the start of the event in the province.

Information: Department of Finance  
Deputy Undersecretary of Supervision  
Tax Barriers and Transit of Goods / Events Sector  
Address: Av Presidente Vargas, 670- 2<sup>o</sup>Andar- Centro - RJ  
Tel.:(21) 2334-6054

It is the responsibility of the Exhibitor to provide the License for Provisional Operation with the State Secretariat of Finance of Rio de Janeiro – PROVISIONAL OPERATING AUTHORIZATION FORM.

**SBGf** and **ROTA 183 ASSESSORIA E EVENTOS LTDA** do not accept any responsibility or obligation in the event that the regulations are modified or altered before the beginning of the congress.

### 9. DESMONTAGEM

The materials displayed in the booth must be removed soon after the end of the event, always before the beginning of the disassembly. Neither **SBGf** nor **ROTA 183 ASSESSORIA E EVENTOS LTDA** will be responsible for the custody or security of the same, nor for any other materials left at the venue.

The exhibitor must dismantle the booth within the time limit and return the furniture contracted punctually. The exhibitor must leave the area and floor of the stands clean. Stored raw materials, empty containers and packaging materials must be properly disposed of. Items for which no measures have been taken for the removal and storage at the cost of the exhibitor and that are abandoned become the property of **ROTA 183 ASSESSORIA E EVENTOS LTDA** and no refund will be made for such items.

Rented items that have been accepted as satisfactory for the rental of the exhibitors will have to be returned in satisfactory condition and not damaged. All rented items are considered in satisfactory condition unless a written notice signed by **ROTA 183 ASSESSORIA E EVENTOS LTDA** is made at the time of rental.

**SBGf** or **ROTA 183 ASSESSORIA E EVENTOS LTDA** may require the Exhibitor to restore the exhibition area to its original conditions. The costs of repairing damage, cleaning the site and removing the material outside the stipulated hours will be paid by the exhibitor.

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**10. GENERAL CONDITIONS**

According to Anti-Smoking Law No. 9294/96 of July 15, 1996, and Municipal Law Decree No. 29284 of May 12, 2008, the use of cigarettes, cigarillos, cigars, pipes, or any other smoking product, derived or not from tobacco, is expressly prohibited in a closed collective enclosure, whether public or private, in the Municipality of Rio de Janeiro.

**SBGF** and **ROTA 183 ASSESSORIA E EVENTOS LTDA** have no responsibility for loss and/or damage caused by employees and contracted third parties of EXPOSITORA to the equipment, personnel and materials owned by exhibitors or assemblers. Exhibitors are responsible for any damage caused by their booths or their staff in the exhibition and congress area.

The Exhibitor is responsible for the costs of replacing the good, restoring or renewing, in all cases of damage or dilapidation of any part of the exhibition facilities, if caused by him, his agents, contractors, or person employed or contracted in his interest.

The maximum load allowed in the Exhibition Hall is 1,500 Kgf per m<sup>2</sup>. Any need to exhibit equipment with weight greater than allowed, will be evaluated by **ROTA 183 ASSESSORIA E EVENTOS LTDA** upon prior consultation.

Not included in the lease of the area or in the basic assembly, taxes for services such as taxes due to public institutions (State Department of Finance) and Class Associations (ART of CREA), among others.

The Exhibitor is allowed to participate in the event only during its official period of operation, from the inauguration to the closure of the event.

The receipt of goods, replacement of folders and maintenance of the stands must be carried out every day before the official opening of the exhibition.

The exhibitor may not, under any circumstances, use the Expomag logo in its promotional material.

The information, rules and regulations have been prepared for the protection and safety of congress participants, exhibitors, employees, service providers and visitors, with the aim of providing equal conditions for all Exhibitors. Such standards include those of Expomag and must be followed by all.

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## **VII – ATTACHMENTS**

### **1. OFFICIAL AUTOMAKER FORMS**

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The FORMS 01 to 07 were prepared by the Official Assembler, **ROTA 183 ASSESSORIA E EVENTOS LTDA**, and for some services, the completion is mandatory.

For each booth, the Exhibitor must complete an individual set of forms.

The forms will be available for download on the website: <http://congresso.sbgf.org.br>, for manual completion and must be sent to **ROTA 183 ASSESSORIA E EVENTOS LTDA** within the period stipulated in each form.

If you have any questions in filling out the forms, we ask you to contact ROTA 183 ASSESSORIA E EVENTOS LTDA in the e-mails: [juliana.rodrigues@rota183.com.br](mailto:juliana.rodrigues@rota183.com.br) and [rosana.fernandes@rota183.com.br](mailto:rosana.fernandes@rota183.com.br).

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